



CAREER OPPORTUNITY

United States Bankruptcy Court Central District of California

Los Angeles Division
255 E. Temple Street
Los Angeles, CA

Santa Ana Division
411 West Fourth Street
Santa Ana, CA

Riverside Division
3420 Twelfth Street
Riverside, CA

San Fernando Valley
21041 Burbank Boulevard
Woodland Hills, CA

Northern Division
1415 State Street
Santa Barbara, CA

We are looking to expand our judiciary workforce of the future. As a Court Technology Specialist, your drive to innovate and improve, refine, and optimize traditional systems and processes will complement the variety of projects currently underway to advance our court and expand access to justice in one of the largest and busiest bankruptcy courts in the nation. Combine both your experience working across many technologies and your passion for providing exceptional customer service to contribute to our team!

POSITION	POSITION OVERVIEW
COURT TECHNOLOGY SPECIALIST	The Court Technology Specialist is responsible for providing high quality customer service and supporting all audio-visual needs and end-user technologies which include installing, monitoring and maintaining the court's hardware, software, telecommunication, network and audio-visual equipment. The specific duties of the Court Technology Specialist include, but are not limited to the following: Monitoring and responding to day-to-day IT Help Desk activity as well as logging all activity and resolutions via ticketing system; providing input and recommendations regarding IT- related projects and managing large IT projects as assigned; installing, maintaining and ensuring operation of audio-visual equipment, including display devices, video conferencing, digital recording, courtroom sound systems, digital signage, structured cabling, telephone and other audio-visual systems as needed; providing hands-on deployment of court computing systems and mobile devices; developing software deployment packages via scripting and command line automation; providing end-user training on hardware/software as needed; developing documentation regarding support and/or project activities; assisting in the planning, coordination, implementation, and support of computer and audio-visual related policies and procedures; and maintaining detailed inventory of all devices. Occasional extra hours and work schedule flexibility may be required to meet the needs of the Court. Weekly travel to the Northern (Santa Barbara) Division and routine travel to other divisional offices will be required based on workload, project requirements and coverage needs.
LOCATION	
WOODLAND HILLS, CA	
SALARY	
CL 27 \$59,050 - \$95,992	
OPENING DATE	
APRIL 21, 2021	
CLOSING DATE	
UNTIL FILLED	
ANNOUNCEMENT	
21-01	

QUALIFICATIONS

To qualify for the position of Court Technology Specialist, an applicant must possess a minimum of two (2) years specialized experience, including one (1) year equivalent to work at the CL 25 level. Specialized experience is progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their application, terminology and methodology, including the accomplishment of computer project assignments that involve systems analysis, design, programming, implementation, integration and management. The candidate must possess the ability to analyze problems and assess the practical implications of alternate solutions. Must have outstanding organizational and interpersonal skills and be capable of effectively explaining technical concepts to personnel at all levels of IT knowledge. Excellent written and oral communication skills required. Applicants must be able to plan, organize, and prioritize work in an effective and timely manner. Experience working with desktops, laptops, hybrid, mobile devices and audio/visual equipment required. Windows 10 and Active Directory experience required; Office365, iOS, audio/visual control systems, video conference system support experience preferred; scripting and Power Shell highly desirable. Prior work experience with the Federal Judiciary a plus.

EDUCATION

Completion of a bachelor's degree in Computer Science or Information Technology, Management Information Systems or related field is highly desirable. High School Diploma, GED, or the equivalent is required. The following certifications are preferred: CompTIA A+, NET+, MCP, and HDI's SCA, AVIXA, SynAudCon, Certified Technology Specialist (CTS), BICSI Installation, Extron XTP Systems Technician, or AV Associates.

PLEASE NOTE: Education transcripts must be submitted for verification prior to the start of employment.

BENEFITS

The United States Bankruptcy Court offers a generous benefits package to employees which may include:

- 10 Paid Holidays
- Paid Sick Leave
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Medical Coverage
- Life Insurance Options
- Eligible for Long Term Disability Plan Options
- Long Term Care Plan Options
- Flexible Spending Account Options
- Credit Union Participation

INFORMATION FOR APPLICANTS

Applications should be submitted to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. Applications may be obtained in the Human Resources Department at the address listed above, by calling the 24-hour job information line at (213) 894-3129, or by visiting our website at www.cacb.uscourts.gov. Applications and resumes may be faxed to (213) 894-7498. Applicants may also submit applications and other attachments in PDF format electronically via the Court's website by [clicking here](#).

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Temporary positions may be converted to permanent without further competition. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129